



STATE OF MICHIGAN  
**Department of  
Human  
Services**

## Memorandum

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235 S. Grand Avenue, P.O. Box 30037  
Lansing, MI 48909  
www.michigan.gov

**Field Operations Administration**

L-07-117  
TRAINING

To: **County Directors**  
**District Office Managers**

Date: **September 11, 2007**

From: **Jim Nye, Deputy Director**  
**Field Operations Administration**

Subject: **Jobs, Education, and Training (JET) Phase III Training**

**Response Due:**

The Office of Training and Staff Development and the Bureau of Adult and Family Services is pleased to present a one-day jointly presented training workshop on our Jobs, Education, and Training (JET) program.

This training is for staff members that will be administering the JET program and are willing and able to train others in their office after attending this workshop.

The training content, registration procedures including travel codes along with the schedule of dates and locations are addressed in the attached partnership communication letter.

**Number and Status of Previous L-Letters Issued on the Same Subject: None**

**Contact Office:** Office of Training and Staff Development (OTSD)

**Telephone Number of Contact:** Bonnie Reno at [Renob3@michigan.gov](mailto:Renob3@michigan.gov)

**Distribution:** All FIM, FIS, JET Coordinators

**Obsolete Date:** 12/31/07

cc: Executive Staff  
Outstate Regional Service Delivery Center Managers  
Wayne County Administration Directors



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR & ECONOMIC GROWTH  
and  
DEPARTMENT OF HUMAN SERVICES  
LANSING

KEITH W. COOLEY  
DIRECTOR, DLEG

MARIANNE UDOW  
DIRECTOR, DHS

E-mailed: 09/07/07 (kb)

September 7, 2007

Dear Jobs, Education, and Training (JET) Partners:

This letter announces the delivery of JET Phase III Cross-Agency training. The training will consist of one-day sessions from 9:00 a.m. to 3:30 p.m. and will be delivered via instructor-led discussion, handouts, PowerPoint slides, and audience participation.

The training will be delivered in a "Train-the-Trainer" format and is targeted for staff that will be responsible for training staff when they return to the office.

This phase will focus on:

- Creating JET Action Plans;
- Determining Deferred/Disregarded/Referred Population Activities;
- Michigan Works! Agency (MWA) Internal Controls, Data Validation, Acceptable Documentation of Actual Hours spent in participating in Allowable Activities;
- Triage Meetings and Good Cause Determinations;
- Working with Deferred Clients and accessing for reasonable accommodations;
- Failure to meet assigned activity requirements (first, second, and third occurrence);
- Department of Human Services (DHS)/ MWA Hearing and Grievance process; and
- Extended Family Independence Program (Eligibility, Closures, Payments).

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[www.michigan.gov](http://www.michigan.gov) • (517) 373-3034 • TTY 1-888-605-6722

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To incorporate a high level of audience participation and discussion, training sessions are limited to 30 persons. With this "Train-the-Trainer" Cross-Agency training, the audience is intended to consist of MWA program staff and/or service provider staff, Michigan Rehabilitation Services (MRS) counselors and/or managers, and DHS family independence managers and specialists.

### **Locations, Dates, and Registration Process**

Please refer to the attached training schedule for the training dates and training in your area. Due to limited space, pre-registration is required.

MRS and MWA staff will need to coordinate with their local office to create a list of staff that will be attending by location and date. The list of names will need to be forwarded to the registration contact person listed on the attached training schedule at least ten (10) calendar days prior to the training date.

DHS staff will need to register through their registration coordinators via the DHS-Net, through the OPD website for the training site geographically closest to their work location. The training schedule includes the county groups that are considered closest to the training site. DHS employees traveling more than 50 miles one way may request overnight accommodations.

Employees traveling from the same county/community area should car pool to reduce travel expenses. A one-hour lunch break will be provided and lunch will be on your own.

Anyone needing special accommodations and/or arrangements to participate in the training should contact the respective site registration contact person listed in the attached training schedule at the time of registration.

#### **DHS Local Offices:**

Employees attending this training must complete the DHS-1582TV to submit for reimbursement for travel expenses using the following codes:

Org/Index Code: 93310

PCA Code: 81265

#### **MRS Local Offices:**

This training is intended for those individuals who are either currently involved or who will be involved with the JET Program. Please discuss attending any session with your site or district manager prior to registering. JET funds will be used for all JET-training costs (i.e. travel and overnights). For FY 2007 please use PCA code 58751. After October 1<sup>st</sup>, the PCA code is 58851.

#### **MWAs:**

This training is intended for MWA administrative office program staff or service provider staff. A total of five individuals from the MWA and/or MWA service providers may be registered for each session.

September 7, 2007

We look forward to providing the training and a smooth transition of administering the program.


Sincerely,



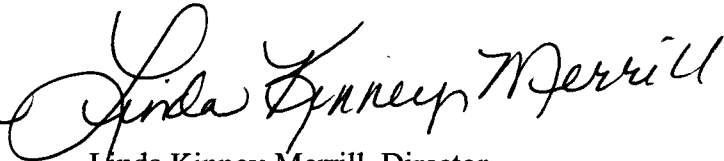
Don Mussen, Acting Director  
Family Support Services  
Department of Human Services



Janet Howard, Interim Director  
Bureau of Workforce Programs  
Department of Labor & Economic Growth



Jaye Shamsiddeen, Director  
Michigan Rehabilitation Services  
Department of Labor & Economic Growth



Linda Kinney-Merrill, Director  
Michigan Works! Association

JH:SS:kb

Attachments

cc: Dell Alston

Training Site	DHS Counties/Offices Attending	# of Miles	Trng Room	Training Dates	
		1 way	Max	9:00am - 3:30pm One hour lunch	Registration Contact Person
Houghton Co DHS WUP Food Bank Bldg. 301 E. Sharon Avenue Houghton, MI 49931	Baraga	43		Tues, Oct. 2nd & Wed., Oct 3rd for this grouping of 5 counties	Linda Rowe (906) 483-3902
	Gogebic	102			
	Houghton	0			
	Keweenaw				
	Ontonagon				
Delta Co Training Center 2717 N. Lincoln Road Escanaba, MI 49829	Alger	63		Thurs., Oct 4th & Fri., Oct 5th for this grouping of 7 counties	Kristie Backus (906) 789-7263 BackusK@michigan.gov
	Delta	0			
	Dickinson	56			
	Iron	95			
	Marquette	67			
	Menominee	56			
	Schoolcraft				
Chippewa Co DHS 463 East 3 Mile Road Sault St. Marie, MI 49783	Chippewa	0		Tues., Oct. 16th & Wed., 17th for this grouping of 3 counties	Jeanne McCulligh (906) 635-4104 McCullighJ@michigan.gov
	Luce	67			
	Mackinac	69			
Otsego Co DHS Training Center Alpine Center Complex 800 Livingston Boulevard 4th Floor Gaylord, MI 49735	Antrim	41		Thurs., Oct. 18th & Fri., Oct 19th for this grouping of 7 counties	Bob Lewis (989) 731-3108 or (989) 344-5121
	Charlevoix	43			
	Cheboygan	49			
	Crawford	29			
	Emmet	38			
	Kalkaska	38			
	Otsego	0			
Montmorency Co DHS 11636 M-32 West Atlanta, MI 49709	Alcona	69		Tues., Oct. 23rd & Wed., Oct 24th for this grouping of 5 counties	Brenda Kann (989) 785-6014
	Alpena	40			
	Montmorency	0			
	Oscoda	36			
	Presque Isle	49			
Wexford Co 10641 W. Watergate Road Cadillac, MI 49601	Benzie	48		Tues., Oct. 9th & Wed., Oct. 10th for this grouping of 7 counties	Mary Felsk felskm@michigan.gov (231) 779-4502
	Grand Traverse	46			
	Leelanau	68			
	Manistee	50			
	Osceola	30			
	Missaukee (Lake City)	14			
	Wexford	0			

Training Site	DHS Counties/Offices Attending	# of Miles	Trng Room	Training Dates	
		1 way	Max	9:00am - 3:30pm One hour lunch	Registration Contact Person
Ogemaw Co DHS 444 E. Houghton Ave West Branch, MI 48661	Arenac	29		Thurs., Oct 11th & Friday, Oct. 12th for this grouping of 6 counties	Ms. Joey Marshall Marshallj2@Michigan.gov
	Iosco	39			
	Clare	55			
	Gladwin	32			
	Ogemaw	0			
	Roscomon	30			
Saginaw County DHS 411 E. Genesee Saginaw, MI 48605	Bay	17		Thurs., Oct. 25th & Fri., Oct 26th for this grouping of 5 counties	Becky Mosher (989) 758-1744 mosherb@michigan.gov
	Gratiot	42			
	Isabella	53			
	Midland	30			
	Saginaw	0			
Sanilac County DHS 515 S. Sandusky Road Sandusky, MI 48471	Huron	34		Mon., Nov. 5th & Tues., Nov. 6th for this grouping of 5 counties	Linda I Courter CourterL@michigan.gov
	Lapeer	52			
	Sanilac	0			
	St Clair	49			
	Tuscola	34			
Newaygo County DHS 1018 Newell White Cloud, MI 49349	Lake			Tues., Oct. 30th & Wed., Oct 31st for this grouping of 7 counties	Renee Rosema RosemaR@Michigan.gov (231) 689-5532.
	Mason	64			
	Mecosta	35			
	Montcalm	60			
	Newaygo	0			
	Muskegon	44			
Ingham Co DHS 5303 S. Cedar Street Lansing, MI	Oceana	44		Mon., Sept 17th & Fri., Sept 28th for this grouping of 9 counties	Phylis A Childs Childsp2@michigan.gov
	Calhoun				
	Clinton				
	Eaton				
	Ingham				
	Ionia				
	Jackson				
	Livingston				
	Shiawassee				
	Washtenaw				

Training Site		DHS Counties/Offices Attending	# of Miles 1 way	Trng Room Max	Training Dates 9:00am - 3:30pm One hour lunch	Registration Contact Person
Hillsdale County ISD 2075 W. Bacon Rd. Hillsdale, MI 49242	Branch				Wed., Sept. 26 & Thurs., Sept 27 for this grouping of 5 counties	Jamie Bauerly (517) 278-1189 bauerlyj@michigan.gov
	Hillsdale					
	Lenawee					
	Monroe					
	St. Joseph					
Van Buren County 57150 CR 681 Hartford, MI 49057	Allegan				Mon, Sept. 24 & Tues., Sept 25 for this grouping of 7 counties	Connie Huston (269) 621-2811 hustonc@mi.gov
	Barry					
	Berrien					
	Cass					
	Kalamazoo					
	Ottawa					
Van Buren						
Genesee County DHS Flint, MI	McCree District				To attend either the North or Pierson Districts	
	North District 125 E. Union Street Flint, MI 48501				Thurs, Nov. 1	Cyndi Knispel (810) 760-2553
	Pierson District 2320 W. Pierson Road Flint, MI 48501				Friday, Nov. 2	Sharon Matthews (810) 787-6304 MatthewsS2@michigan.gov
Kent County	DHS Office 415 Franklin S.E. Grand Rapids, MI 49507				Thurs., Sept 20 & Fri., Dec. 7th	Rick Trudell (616) 247-6000
Macomb Co	Sterling Heights District 44600 Delco Blvd Sterling Hgts 48313				Thurs., Nov 8th	Dawn Walker WalkerD4@michigan.gov

Training Site		DHS Counties/Offices Attending	# of Miles 1 way	Trng Room Max	Training Dates 9:00am - 3:30pm One hour lunch	Registration Contact Person
Oakland Co	Madison Heights District District DHS 30755 Montpelier Madison Heights, MI 48071				Wed., Nov. 14th	Tara N. Davis (248) 583-8806 DavisT3@michigan.gov
	Pontiac/Saginaw St District 235 N Saginaw Pontiac, Michigan 48342				Thurs., Nov. 15th	Judith Windrim (248-975-5371 WindrimJ@michigan.gov
	Walled Lake District Site TBA				Friday., Nov. 16th	TBA
Wayne County	Forest/Ellery District 3606 E Forest Detroit 48207				Thurs., Dec. 6th	Dorothy Flowers and Steven Gershman (313) 267-0700
	Fort Wayne District 6534 W Jefferson Detroit 48209				Tues., Dec. 18th	Laurena Smith (313) 554-8408 SmithL10@michigan.gov
	Glendale/Trumbull District 396 Glendale Highland Park, 48203				Mon., Dec. 3 & Tues., Dec. 4	Patricia A Smith (313) 852-2214 smithp5@michigan.gov
	Grand River/Warren District 5131 Grand River Detroit				Mon, Nov. 19th	Rose Liggins LigginsR@michigan.gov
	Gratiot/7Mile District 14061 Lappin Detroit 48205				Mon., Dec 10 & Tues., Dec 11th	TBA
	Greenfield/Joy District 8655 Greenfield Detroit, MI 48228				Wed., Nov. 28th	Rhonda Smith SmithR17@michigan.gov
	Greydale/Grd River District 17330 Greydale Detroit				Thurs., Nov 29 & Fri., Nov 30th	Robert M Wylie (313) 387-7119



Training Site	DHS Counties/Offices Attending	# of Miles 1 way	Trng Room Max	Training Dates 9:00am - 3:30pm One hour lunch	Registration Contact Person
Wayne County Con't.	Hamtramck District 2400 Denton Hamtramck 48212			Fri., Dec. 14th	TBA
	Inkster 2700 Hamlin Inkster 48141			Thurs., Dec. 20th	TBA
	Lafayette District 2000 W Lafayette Detroit 48216			Mon., Dec. 17th	Goldeen Kurtz (313) 963-7038
	McNichols/Goddard 2400 E McNichols Detroit, MI 48212			Wed., Dec. 5th	Renee Adorjan or LaClair Winbush (313) 852-2300
	Medbury District 6821 Medbury Detroit, MI 48211			Wed., Dec 12 & Thurs., Dec. 13th	Lenoria Warmack and Timothy McBrien (313) 267-0340
	Oakman/Grd River District 4505 Oakman Blvd. Detroit, MI 48204			Tues., Nov. 20th	TBA
	Schoolcraft/Stansbury 14000 Schoolcraft Detroit< MI 48227			Mon., Nov 26 & Tues., Nov 27th	Peter Vengalil (313) 493-7436 PeterJosephVengalil@michigan.gov
	Taylor District 22050 Pennsylvania Taylor, MI 48180			Wed., Dec. 19th	Sue Tallman (734) 281-8304 tallmans@michigan.gov